

Position Opening

The Green County Highway Department has One (1) opening for a Mechanic based out of the Monroe Shop at 2813 6th Street.

The position is permanent full-time position; hours are from 7:00 a.m. to 3:30 p.m., Monday through Friday, with overtime required as needed. Class A CDL with N endorsements and no air brake restrictions required.

Job description, wage and benefit package are below. County applications are available online www.co.green.wi.gov or at the Green County Highway Department. Applications will be accepted until 3:30 p.m., Thursday June 7, 2018. Submit all applications to the above address.

An equal opportunity employer, the County of Green will not discriminate on the basis of handicapped status in admission to or access to or treatment of employment or in its programs, services, or activities. Green County requires a drug screening and a physical exam as part of its employment process.

Green County Job Description

Job Title:	Mechanic
Department:	Highway
Reports to:	Highway Commissioner or Designee
Grade:	73, 74, 75
Status:	Full-Time
Prepared by:	Green County Clerk's Office/Highway Commissioner
Prepared Date:	October, 1997
Approved by:	Personnel and Labor Relations Committee

Summary

The purpose of this position is to inspect and perform equipment and vehicle maintenance and repair tasks for Green County Highway Department.

Essential Duties and Responsibilities – Include but not limited to the following:

Inspects and repairs department trucks, cars, earthmoving equipment, rollers, pavers, compressors, saws, mowers, loaders, and winter equipment. Some welding required. Performs scheduled maintenance tasks including changing oil and filters, fueling and

replacing belts, hoses, wiper blades, light bulbs, electrical components, injections pumps, carburetors, hydraulic system components and controls. Some overtime, weekend and holiday work required. And such duties and responsibilities as may be assigned from time to time.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Education and/or Experience

Vocational/technical diploma in auto mechanics with three years related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Heavy or construction equipment repair experience preferred.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read, analyze, and interpret technical procedures, or governmental regulations.

Mathematical Skills

Ability to add, subtract, multiply and divide.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and extensive variety of technical instructions.

Certificates, Licenses, Registrations

Valid Class A Wisconsin Commercial Driver's License with a "N" endorsement and no air brake restrictions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee frequently is required to walk. The employee is occasionally required to sit, climb or balance, talk or hear, and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to fumes or airborne particles and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, and vibration. The noise level in the work environment is usually moderate.

The position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills needed, it is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. Green County retains and reserves any or all rights to change, modify, amend, add to or delete from any section of this document, as it deems in its judgement to be proper.

Mechanic

Normal Workweek: 7:00 am – 3:30 pm Monday through Friday, (not guaranteed) with premium overtime paid after 40 hours per week, as required. Four 10-hour days in summer months (Mid-May to Mid-September).

Holidays:	New Years' Day	Thanksgiving Day
	Good Friday	Day after Thanksgiving
	Memorial Day	December 24
	Independence Day	December 25
	Labor Day	

Vacation: 6 months = 5 days
2 years = 10 days
3 years = 1 additional day vacation earned each year up to cap of 25 days

Personal: Three days on a calendar year basis

Sick Leave: Regular full-time employees shall earn and accumulate when not used, 0.04625 hours of sick time per hour worked to a maximum of 12 days per year.

Health Insurance is the County Package.

Retirement is the County Package.